Checklist for Bethel University IRB Application

Instructions: Please ensure all steps are completed prior to submission. **Failure to meet all criteria may lead to the application being sent back to you without review** and will delay formal review and the start of your project.

_____ 1. All researchers, including those listed as the principal investigator, co-investigator(s), and research advisor, have completed the CITI training and I have submitted the completion certificates along with my application.

_____ 2. I have fully completed all required areas on the IRB "Request for Approval Form" including indicating "N/A" for those areas that do not apply.

_____ 3. I have included all research materials in an appendix to my application. This includes all materials to be used during the study (questionnaires, tests, interview questions, permission letters, research protocol, supporting documents) as well as any verbal instructions I will give to participants.

_____ 4. I have included a detailed description of the sample, how the sample will be recruited, AND the recruitment materials I will use. I acknowledge that I need to submit any advertisements, emails, postings, or request documents to the IRB and have included them as an appendix with my application.

_____ 5. If I am collecting data from members of an organization (school, business, university other than Bethel, prison, etc.), I have received prior written permission from the proper administration of that organization and have attached it as an appendix or appendices to my application.

_____ 6. If I am collecting information from a protected class, such as children, I have prepared a separate informed consent for those who are legally responsible for consent.

_____ 7. The informed consent document I have prepared includes all the necessary fields as outlined by the Bethel IRB Informed Consent Guidelines.

_____ 8. The informed consent is free from jargon or technical terms or when those terms are used an appropriate non-technical definition is included.

_____ 9. I have described any risks to the participants in the both the IRB application AND the informed consent document.

_____ 10. I have described how I will mitigate the risk to participants in the IRB application materials.

_____ 11. I have addressed how I will keep participant information both private and confidential during my project.

_____ 12. I have explained any potential risks to privacy and confidentiality in the informed consent as well how I will work to minimize these risks.

_____ 13. My application includes a summary of the research process and procedures that is written for a general audience. That is, any jargon or technical terms are clearly explained.

_____ 14. I have submitted the IRB "Request for Approval Form" with all of the necessary signatures indicated at the end of the form, including the signature of my research advisor indicating that my advisor has reviewed and approved the IRB application to be sent to the IRB Committee.